

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE WORKER II**  
**VEHICLE MAINTENANCE DIVISION**  
**PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs manual and some skilled maintenance work in performing janitorial, maintenance, and facility work in the cleaning and care of buildings and surrounding areas. Work involves performing manual tasks related to the care and cleaning of the inside of the building and surrounding areas as assigned. Reports to the Vehicle and Equipment Maintenance Superintendent.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Sweeps, mops, scrubs, strips, waxes, vacuums, and buffs floors, hallways, etc.; dusts and cleans furniture, equipment, fixtures, window sills, railways, and blinds.

Collects and removes wastepaper and trash from offices, rooms, halls, and restrooms; washes walls, windows, mirrors, light fixtures, and drinking fountains; disinfects toilets, wash bowls, and urinals.

Replenishes the towels, tissues, soaps, and other restroom supplies.

Keeps the outside grounds in an orderly condition; removes trash from premises.

Receives and/or reviews various records and reports such as monthly job list and cleaning supply labels.

Prepares and/or processes various records and reports such as supply lists.

Refers to monthly job list, cleaning supply labels, equipment instructions, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as buffing machine, vacuum, steam cleaner, leaf vacuum, etc.

Uses a variety of tools such as brooms, mps, dust mop, duster, brushes, etc.; and a variety of supplies such as rags, cleaning chemicals, paper products, etc.



## **MAINTENANCE WORKER II**

Interacts and communicates with various groups and individuals such as the Vehicle and Equipment Maintenance Superintendent, Fleet Coordinator, Northside employees, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a junior high school diploma and one to two years of experience in labor-intensive maintenance work; or any combination of education, training, and experience, which provides the required skills, knowledge and abilities. Must have a valid State driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a motor vehicle as well as a variety of types of equipment including a lawn mower, weed eater, buffer, mops, vacuum, carpet shampooer, mechanical tools, bucket with wringer, etc. Must be physically able to exert up to twenty-five pounds of force occasionally, and/or up to ten pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; work requires constant standing, walking, fingering, feeling, reaching, stooping, etc. Must be able to lift and/or carry weights of approximately sixty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving receiving instructions, assignments, or directions from superiors.

**Language Ability:** Requires the ability to read simple forms. Requires the ability to prepare time sheets and leave slips using prescribed format. Requires the ability to communicate with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions with problems involving a few concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.



## **MAINTENANCE WORKER II**

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Vehicle Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Maintenance Worker II. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of basic grounds keeping practices and procedures. Has working knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used. Is skilled in the use of mowers, and other grounds maintenance equipment and tools. Is able to understand and follow oral instructions. Has knowledge and skill in using various supplies and cleaning products. Is able to maintain an organized and clean work area in order to promote safe and efficient operations. Is able to follow oral instructions and assume responsibility for the completion of individual assignments. Has knowledge of how to complete daily activities in a dependable and timely manner as prescribed. Is able to use independent judgment in routine situations. Is able to communicate and coordinate various activities in an effective manner with supervisors and staff members. Has knowledge of how to operate and maintain various tools and equipment used in the completion of specified duties. Has knowledge of the various chemicals used on the job and is able utilize such in a safe and effective manner. Is able to organize and prioritize daily assignments and work activities.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co- workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."



## MAINTENANCE WORKER II

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Strives to see that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.